

LICENSE/CERTIFICATION NUMBER: _____

NAME: _____

STREET: _____

CITY/STATE/ZIP: _____

GENERAL CERTIFIED.....	\$225.00
RESIDENTIAL CERTIFIED.....	\$225.00
STATE LICENSED	\$225.00
PROVISIONAL (TRAINEE)	\$200.00

YES No

- ☐ ☐ Since your last renewal, have you had your real estate appraiser license/certification suspended, revoked or placed on probation or otherwise disciplined in this or any other jurisdiction? (If “yes” you must attach a detailed explanation of the action taken, the state in which it was taken in and if all requirements of the disciplinary action have been met.)

☐ ☐ Has a final civil judgment been entered against you on the grounds of financial misrepresentation or deceit in the making of any appraisal of real property? [See K.S.A. 58-4118(a)(12)]

☐ ☐ Do you now or have you in the past carried an appraiser license/certification in a state other than Kansas or is any such license/certification pending? (If “yes”, list all states: _____)

CONTINUING EDUCATION LOG

THIS SECTION MUST BE COMPLETED FOR YOUR RENEWAL TO BE PROCESSED.

PROVIDER NAME	COURSE TITLE	HOURS	DATE mm/dd/yyyy

Date Signed _____

Signature of Appraiser

<input type="checkbox"/> VISA	<input type="checkbox"/> MASTERCARD	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> </tr> </table>																		
EXPIRATION: MONTH <table border="1" style="display: inline-table; border-collapse: collapse; width: 40px;"> <tr><td style="width: 20px; height: 25px;"></td><td style="width: 20px; height: 25px;"></td></tr> </table> YEAR: <table border="1" style="display: inline-table; border-collapse: collapse; width: 60px;"> <tr><td style="width: 15px; height: 25px;"></td><td style="width: 15px; height: 25px;"></td><td style="width: 15px; height: 25px;"></td><td style="width: 15px; height: 25px;"></td></tr> </table> AMOUNT OF CHARGE: \$ _____																				
PRINT CARDHOLDER'S NAME _____		CARDHOLDER'S SIGNATURE _____																		

INSTRUCTIONS FOR LOGGING YOUR CONTINUING EDUCATION AND SUBMITTING YOUR RENEWAL

CONTINUING EDUCATION

- All appraisers originally licensed prior to July 1, 2005 are required to log evidence of completion of a minimum 14 hours of approved continuing education.
- **USPAP Update** is required once during each education cycle. Education cycles run odd year to odd year. The current cycle began on July 1, 2005 and will run through June 30, 2007. Each appraiser must complete the USPAP Update course for either their 2006 or 2007 renewal.
- The 15-hour, tested, USPAP course **may not** be used in lieu of the update course. It can, however, be used to meet general continuing education.
- This first year of the education cycle, you may carry hours completed on or after July 1, 2005, in excess of the 14 hours required, over into the 2007 renewal period (07/01/2006 to 06/30/2007).

LOGGING YOUR CONTINUING EDUCATION

- **DO NOT ATTACH COPIES OF YOUR CERTIFICATES OF COMPLETION.**
- All continuing education must be completed **prior** to submitting your renewal application and fee. If you have just completed an "on-line" course, verify with the provider that the course has been completed, and that a certificate of completion is being sent to you and the date of completion used.
- All education should be logged in the area provided on the renewal application. While we understand that there may not be enough room provided to log all of your courses, **please** do not submit printouts that include education prior to July 1, 2005 or that do not provide the information as set out on the area provided on the renewal application.
- **PLEASE PRINT OR TYPE.**
- After completing the log, verify the information. Make sure that the provider name, course title (do not use a course code or provider code), the hours approved for continuing education and the month, day and year of course completion are all accurate as stated on your certificate of completion.

SUBMITTING YOUR RENEWAL

- To be considered "on-time", your properly completed renewal application and fee must be postmarked no later than May 31, 2006. Renewals postmarked or walked-in after May 31, will be subject to a \$50 late fee.
- **Review your application prior to submitting.** The following are common reasons for return of a renewal application:
 1. Appraiser failed to answer all questions appearing on the application.
 2. Appraiser failed to log the required continuing education, logged education that was too old or which had not been completed when submitted.
 3. Appraiser submitted an incorrect fee amount or requested the fee be charged and had not properly completed the charge authorization.
 4. Appraiser failed to sign the renewal application.

Questions regarding your renewal may be addressed to the Board as follows:

Cheryl K. Magathan
Kansas Real Estate Appraisal Board
1100 SW Wanamaker Rd., Ste. 104
Topeka, KS 66604

(785) 271-3373 (phone)
(785) 271-3370 (fax)

or

e-mail to: cheryl.magathan@kreab.state.ks.us